



**COUNTY OF FAUQUIER**  
**ERIC J MAYBACH**  
**COMMISSIONER OF THE REVENUE**  
**PO BOX 149**  
**WARRENTON VA 20188-0149**  
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Phone (540) 422-8166

# 2018 Business License Application

**See back for license fees & tax rates**

**THIS IS NOT A BILL**

You will receive a bill from the Treasurer due on or before July 1. A 10% penalty is imposed if paid after July 1.

Applicant Name: \_\_\_\_\_

Trading as Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**2018 LICENSE YEAR EXPIRES JUNE 30, 2019**

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

**PART 1**

ACCOUNT NUMBER	DISTRICT	CODE	N.A.I.C.S.
NATURE OF BUSINESS		SSN / FEIN	
FAUQUIER COUNTY BUSINESS LOCATION (911 ADDRESS)		TELEPHONE	
DATE ESTABLISHED IN FAUQUIER COUNTY	VA STATE CONTRACTOR NUMBER	VA STATE CONTRACTOR EXPIRATION DATE	
LEGAL STATUS			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Other _____			
<b>FOR CORPORATIONS AND LLC ONLY</b>			
REGISTERED AGENT'S NAME	ADDRESS	CITY, ST, ZIP	
TELEPHONE	STATE OF INCORPORATION	CHARTER DATE OF CORPORATION	

**PART 2 STATEMENT OF GROSS RECEIPTS (Refer to back for definitions)**  
Note: Wholesale Merchants & Wholesale Peddlers report gross purchases.

**IF NO LONGER IN BUSINESS, ENTER TERMINATION DATE (MM/DD/YYYY):** \_\_\_\_\_

**A. LICENSE RENEWAL**

1. Gross receipts for the prior year. If not in business for the full year, go to line 2 . . . . . \$ \_\_\_\_\_

2. Enter actual gross receipts, then estimate a full year's activity:

2017 Actual Gross Receipts. . . . . \$ \_\_\_\_\_ 2018 Full year estimate . . . . . \$ \_\_\_\_\_

**B. INITIAL LICENSE**  
(New Businesses and existing Contractors executing new contracts in Fauquier County.)

1. Estimate gross receipts from the start of your business to the end of this calendar year . . . . . \$ \_\_\_\_\_

**\*IMPORTANT PLEASE READ\***      **THIS APPLICATION IS DUE MARCH 1ST**

If your gross receipts for the previous year were less than \$200,000.00 (\$25,001.00 for Contractors) there is no rated tax. However, all businesses **must** obtain a Fauquier County license and certain businesses require a flat fee license regardless of receipts (see back). All trade/assumed names used must be registered with the Clerk of the Circuit Court before this license is issued. Proper zoning must be met before you may legally operate a business.

**IF RECEIPTS ARE \$200,000 (\$25,001.00 for Contractors) OR GREATER, SEE TABLE "A" ON THE BACK FOR RATES**

OATH: I, the undersigned applicant, do swear (or affirm) that the foregoing information is true and correct to the best of my knowledge. (Contractors Only: I further certify that I am in compliance with the provisions of Chapter 8, Title 65.2 of the Code of Va relating to Worker's Compensation Insurance.)

Signature of Applicant: \_\_\_\_\_ Day Time Telephone: \_\_\_\_\_

Application Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

TYPE OR PRINT - Please fill in the blank areas AND correct any inaccurate information, THEN sign.

## IMPORTANT INFORMATION

1. **Who must file:** Any individual, partnership, corporation, LLC or others engaged in any business profession or occupation in Fauquier County. There is no tax on businesses whose gross receipts are less than \$200,000.00 (Contractors - \$25,001). However a license is required and gross receipts must be reported on ALL businesses. A bill will be prepared and mailed. It will be due by July 1.
2. **When to file:**
  - a. License applications are due on or before March 1 each year.
  - b. New businesses are required to have a license when beginning business.
  - c. All delinquent Business License and Personal Property Tax must be paid before a license can be issued.
3. **Where to file:** Completed forms should be mailed to the Commissioner of the Revenue, PO Box 149, Warrenton, VA 20188-0149; or delivered to 29 Ashby Street, Warrenton, VA 20186. If you have questions regarding this application call (540) 422-8166 or email [biztax@fauquiercounty.gov](mailto:biztax@fauquiercounty.gov)
4. If mailing address is a post office box number or other than your actual business location, please fill in the business address location (911 address).
5. Check all preprinted information for accuracy and completeness. Correct where necessary.
6. **Definition:** This license is based on a statement of the gross receipts calculated on a cash or accrual basis whichever method is employed for Federal and State tax purposes. The term "Gross Receipts" shall include the gross receipts from all sales or services rendered or activities conducted within the county, both to persons within the county and to persons outside the county, provided however, that the term "Gross Receipts" shall not include dues collected by trade, business, professional services, or civic associations. You may exclude any sales, excise or gasoline tax levied by the Federal or State government.
7. **Special note to contractors:** All contractors doing business in Fauquier County are required to have a county license. Prior to issuance, a Workers' Compensation Commission form VWC 61A must be completed by going online to [www.workcomp.virginia.gov](http://www.workcomp.virginia.gov). Locate and complete the Online Contractor Certification Form (Form 61A), save and print a copy of your acknowledgment of compliance and submit it with this application to the Commissioner of the Revenue. You must have your acknowledgment of compliance in order to secure your business license or renewal.

### BUSINESS LICENSE TAX RATES

<b>TABLE A</b>	
<b>TAX RATES FOR BUSINESSES OF \$200,000 (\$25,001 for Contractors) OR GREATER IN GROSS RECEIPTS</b>	
Builder-Developer, Contractor	\$ 0.085/\$100
Amusement, Coin, Direct Sellers, Precious Metals and Gem Dealers, Money Lenders, Retail, Food, & Conv	\$ 0.10/\$100
Business Service, Hotel and Motels, Mineral Extraction, Personal Service & Repair Service	\$ 0.1870/\$100
Professional, Consultants, Research and Development other than those defined in Section 12.1-2 and other specialized occupations	\$ 0.2975/\$100
Research and Development (contracts issued under Federal Acquisition Regulations (FAR) by 48 C.F.R. 31.205-18)	\$ 0.03/\$100
Public Service Corporations	1/2 of 1% of G.R.
Wholesale Merchant and Wholesale peddlers (rate based on gross purchases)	\$ 0.0425/\$100

<b>TABLE B</b>	
<b>FLAT FEE LICENSES</b>	
Bondsmen	\$ 150.00
Carnivals and Circuses (each performance)	\$ 50.00
Coin Operated Machines:	
Ten or More	\$ 200.00
Under 10	\$ 150.00
Fortune Tellers, Clairvoyants, Practitioners of Palmistry	\$ 500.00
Savings & Loan	\$ 50.00
Industrial Loan Associations	\$ 500.00
Peddlers and Itinerant Merchants	\$ 500.00
Permanent Coliseums, Arenas, Auditoriums	\$ 1,000.00
Out of State Photographers	\$ 30.00
Beer - Wholesale	\$ 75.00
Wine - Wholesale	\$ 50.00
Beer and Wine on Premises of Hotel, etc.	\$ 37.50
Retail Beer and Wine off Premises	\$ 37.50
Retail Beer for Hotel, Etc.	\$ 25.00
Retail Beer Off Premises	\$ 25.00